

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER**

Position Description Coversheet (Please read instructions on back)

1. Position No. EPES21023		2. Incumbency Allocation Only? May Not be IAed			
3. Reason for Submission <u>New</u>	4. Employing Office Location <u>Washington, D.C.</u>	5. Duty Station <u>Washington, D.C.</u>	6. BUS Code 8888		
Explanation (Show any positions replaced)	7. Fair Labor Standards Act <u>Exempt - Administrative</u>	8. Financial Statements Required <u>OGE-278 Required</u>	9. Cybersecurity Code a. <u>000</u> b. _____ c. _____		
	10. Position Status <u>SES (Gen.)</u>	11. Supervisory Status Code <u>8 - All Other Positions</u>			
	12. Competitive Level Code	13. Competitive Area	14. Drug Testing Yes		
	15. Extramural %	16. Functional Class Code <u>N/A</u>	17. Medical Monitoring		
	18. Position Sensitivity <u>Critical Sensitive</u>	19. Security Clearance <u>3 - Top Secret</u>	20. Position Risk <u>3 - High</u>		
	21. Emergency Essential	22. Developmental Position <u>No</u>	23. Full Performance Level <u>Current Level</u>		
24. Position Classification	Official Title of Position		Pay Plan	Occupational Code	Grade
a. Official Allocation	<u>Senior Advisor for Agriculture</u>		<u>ES</u>	<u>0301</u>	<u>00</u>
25. Organizational Title of Position (if different from official title)			26. Name of Employee (if vacant, state such) <u>Rodney Synder</u>		
27. Department, Agency, or Establishment Hierarchy					
a. 1st Tier Org Code	1st Tier Org Description <u>U.S. Environmental Protection Agency</u>				
b. 2nd Tier Org Code <u>A0000000</u>	2nd Tier Org Description <u>Office of the Administrator</u>				
c. 3rd Tier Org Code	3rd Tier Org Description				
d. 4th Tier Org Code	4th Tier Org Description				
e. 5th Tier Org Code	5th Tier Org Description				
28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <u>Dan Utech, Chief of Staff</u>			b. Typed Name and Title of Higher-Level Supervisor or Manager <u>Dan Utech for Michael Regan, Administrator</u>		
Signature DAN UTECH Digitally signed by DAN UTECH Date: 2021.09.21 10:26:57 -04'00'		Date	Signature DAN UTECH Digitally signed by DAN UTECH Date: 2021.09.21 10:27:11 -04'00'		Date
29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.			Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.		
a. Typed Name and Title of Official Classifying the Position <u>Barbara Dangler, HR Specialist</u>			30. Position Classification Standards Used in Classifying/Grading Position		
Signature 		Date <u>10/7/21</u>			
31. Remarks <u>Executive position (SES).</u>					

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NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

Senior Advisor for Agriculture

ES-0301-00

Introduction

The position is located in the immediate office of the Office of the Administrator at the U.S. Environmental Protection Agency (EPA). As the Senior Advisor for Agriculture, the incumbent serves as an expert advisor and valuable resource to Agency management, especially the Administrator and Deputy Administrator, regarding agricultural policy and its far-reaching effects on Agency programs and policies.

Major Duties and Responsibilities

1. Serves as the Administrator's principal advisor on matters related to the overall strategy for agricultural policy issues and other specified initiatives. Advises the Administrator on issues related to such initiatives at the national level and on specific State and local issues. Provides policy guidance and technical analysis on complex issues related to assigned areas. These assignments are broad-based, touching upon numerous agricultural programs or activities within the Agency. Maintains a continuous awareness of the major national agricultural policies relating to the programs of EPA and the policies and programs supported and advocated by Congress and the Administration in order to make recommendations to the Administrator concerning the development and implementation of the Agency's major agricultural programs and policies.
2. Maintains a comprehensive knowledge of agricultural policy issues and other assigned policy projects and issues. The incumbent will advise Agency officials and decision-makers, as requested, on the long-range agricultural or implementation implications of current or pending issues, decisions, regulations, or legislation. The incumbent considers political, social, economic, technical and administrative factors of these policies.
3. Interacts with non-government agricultural entities to ensure that the Agency's position and involvement on agricultural issues and initiatives is properly conveyed. The Senior Advisor for Agriculture is a valuable intermediary in explaining EPA's rulemaking process, avenues for public participation, and subsequent regulatory decisions. The incumbent also bolsters existing outreach activities such as the Regional Agriculture Initiative [designed to assist agricultural communities with Food Quality Protection Act (FQPA) transition issues and other EPA matters].
4. Maintains a dialogue with agriculture contacts across the Executive Branch and outside of the Federal government in order to alert them to Agency activities and

solicit timely input which focuses on the concerns of the produce growers and ensuring that those concerns are properly addressed. The incumbent adds subject matter knowledge of unique circumstances which involve agriculture activities and EPA concerns.

5. The incumbent provides authoritative analysis, advice and assistance to the Administrator, Deputy Administrator, Assistant Administrators and other Federal officials, White House officials, State and local government officials, members of Congress and their staffs, and foreign officials regarding the effect of current and pending agricultural related policies, laws, and programs.
6. Undertakes assignments on projects of special concern to the Administrator. These assignments are usually broad-based, of an Agency-wide nature, and often involve relationships outside the Agency. Establishes contacts at the highest levels in order to develop information, evaluate findings, and prepare reports incorporating conclusions and specific recommendations. Provides information to the Administrator through personal briefings.
7. The incumbent will conduct projects as directed by the Administrator to analyze and evaluate the agricultural policy implications of Agency policies and programs. These projects will include an analysis and evaluation of factors such as fiscal and budgetary implications, political, social, economic and environmental justice factors, as well as research and development requirements.

Supervisory Controls

Reports to and receives broad general direction and policy guidance from the Chief of Staff. Within this framework, incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.